

MIINUTES OF THE MEETING
 OF THE
 CHICOPEE HOUSING AUTHORITY
 NOVEMBER 10, 2009

The Members of the Chicopee Housing Authority met in regular session on November 10, 2009 at 7 Valley View Court in the City of Chicopee, Massachusetts. The meeting was called to order by the Chairperson at 6:00 p.m. Upon roll call those present were as follows:.

Present: Charles Swider Bruce Socha Chester Szetela Brian Hickey	Absent: Tameika Raye'la Martinez
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NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the regular meeting of the Members of the Chicopee Housing Authority will be held on November 10, 2009.

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 12, 2008 I filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Bruce Socha which was seconded by Chester Szetela, it was unanimously voted to approve the Minutes of the Meeting held on October 14, 2009 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the quarter ending September 30, 2009 which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to accept the Treasurers report as given.

Upon a motion made by Brian Hickey which was seconded by Bruce Socha, it was unanimously voted to pay the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	63996 - 64162	\$476,233.81
SECTION 8	41895 - 42069	\$198,782.43

A tabulation of those bills to be paid is contained in the Member's folders.

Assistant Executive Director Patricia Murry reported on the following:

Working on fraud cases.
Sent out proposals for 2010 Vehicle insurance.
Prepared to begin the 5 year annual plan.

Modernization Coordinator Robert Kachinski gave the following status report on stimulus projects:

CABOT:

The gutter work should be completed by December 31, 2009.
The advertisement for an architect to design the bathroom remodeling project at Cabot will be published on November 18, 2009.

CANTERBURY:

Preliminary design for elevator upgrades has been submitted to LPBA Architects. Final design documents should be completed by 12/31/09 so that we may go out to bid and award the contract in early 2010.

MEMORIAL:

Bid opening for the exterior door replacement is 11/12/09. Contract will be awarded at the December 2009 Board meeting.

Contract for basement and stairwell windows has been awarded. Work will be completed by 12/31/09.

Interior hall upgrades including carpeting and lighting project in early stage.

Project for additional cameras not started.

Maintenance Operations Manager gave a verbal report on the three HUD REAC inspections.

Upon a motion made by Brian Hickey which was seconded by Bruce Socha, it was unanimously voted to accept the committee reports as given.

The staff has corrected an error in the Performance & Evaluation Report for CFP 2006. The Housing Authority exceeded the 10% cap by \$1.00 due to a rounding issue. The staff has revised the Final Performance & Evaluation to reflect the

reduction of \$ 1.00 from the 1410 Admin line item and transferred it to the 1406 Operations line.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4920

Whereas, The Housing Authority is in receipt of change order # 2 from Bay State Rug Company for a credit of \$842.40 for the hallway carpet replacement at the Edmund Kida Apartments.

Now, therefore, be it herby resolved by the Members of the Chicopee Housing Authority to approve Changer Order #2 as submitted by Bay State Rug for a credit of \$842.20 for hallway replacement at the Edmund Kida Apartments, Project 667-4.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

Ayes: Brian Hickey	NAYS: None
Bruce Socha	
Chester Szetela	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of invoice # 2 for payment from Bay State Rug Company for retainage at Edmund Kida Apartment in the amount of \$1,344.00.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above, which is in accordance with the terms of the contract requirements.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION N. 4921

Whereas, the firm of Bay State Rug Company has submitted a Certificate of Final Completion for the hallway carpet replacement at Kida Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Bay State Rug Company for the hallway carpet replacement at Project 667-4, Edmund Kida Apartments.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Brian Hickey	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4922

Whereas, the Housing Authority is in receipt of change order # 1 from Accutech Insulation & Contracting Company for an extension of time from November 18, 2009 to December 31, 2010 for asbestos abatement in the Senecal Apartment tunnels. These actions are allowed under the contract requirements and do not create a financial problem.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Changer Order #1 as presented by the firm of Accutech Insulation & Contracting Company increasing the contract time until December 31, 2010, for the asbestos abatement in the Senecal Apts, Project 200-1 tunnels.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

Ayes: Chester Szetela	NAYS: None
Brian Hickey	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4923

Whereas, the Housing Authority is in receipt of change order # 1 from ATC, Inc. for an extension of time from November 18, 2009 to December 31, 2010 for air quality testing at the Senecal Apartment tunnels. These actions are allowed under the contract requirements and do not create a financial problem.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Changer Order #1 as submitted by the firm of ATC, Inc Extending the contract time to December 31, 2010 for the air quality testing at Senecal Apartments, Project 200-1 tunnels.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

Ayes: Brian Hickey	NAYS: None
Bruce Socha	
Chester Szetela	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4924

. Whereas, the staff of the Housing Authority has prepared a contract with Kurtz, Inc. to repair the balconies at Birch Bark Apartments for the amount of \$74,984.00.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Kurtz, Inc. 810 Southampton Rd., Westfield, MA 01085 to repair the balconies at Birch Bark Place, Project 667-8 in the amount of \$74,894.00.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey
 Bruce Socha
 Chester Szetela
 Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4925

RESOLUTION AUTHORIZING CONTRACT FOR CAPITAL IMPROVEMENTS WORK PLAN FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN NO. 1013 FOR HOUSING PROGRAM 200-1 & 667-8

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF
 THE CHICOPEE HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Chicopee Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effective immediately. Brian Hickey moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Chester Szetela, and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey
 Chester Szetela
 Bruce Socha
 Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4926

Whereas, the staff requests the Board of Commissioners to approve, as proprietary specification, the use of new Schlage locksets which will be installed with the entry and hallway doors at Memorial Apartments (AMP 8-2). The existing apartment doors have been converted to Schlage locks and are currently on a master key system. The new entry doors will also be keyed to the existing master and will facilitate repairs/rekeying the new locks in the future.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the use of new Schlage locksets to be installed with the entry and hallway doors at Memorial Apartments (AMP8-2)

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey
Bruce Socha
Chester Szetela
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced Brian Hickey, read in full and considered.

The staff has prepared the final State Budget for FY 2010 (July 1, 2009 – June 30, 2010) for approval by the Board of Commissioners. Budget materials will be distributed by the Finance Director.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4927

Whereas, a budget for the state-aided public housing program has been drafted for consideration.

We the undersigned Members of the Chicopee Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating Budget for Program 400-1 for Fiscal Year Ending June 30, 2010. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contract (s) for Financial Assistance, as well as all rules and requirements that may apply to the Administration of State-Aided Public Housing Programs as set forth by DHCD. No person or persons employed by the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget established funding for the requested Budget Year. We the undersigned board members of the Chicopee Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters for the then current fiscal year for Program 400-1. We also acknowledge that we received and read year end statements for Program 400-1.

We further certify that no relationships of staff to any board member of other staff member of the Chicopee Housing Authority exist.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	Brian Hickey	NAYS:	None
	Chester Szetela		
	Bruce Socha		
	Charles Swider		

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4928

Whereas, the staff of the Housing Authority has prepared a contract with Adam Quenneville Roofing & Siding, Inc for gutter replacement at Cabot Manor Apartments (AMP8-1) in the amount of \$99,875.00.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Adam Quenneville Roofing and Siding, Inc. 160 Old Lyman Rd., South Hadley, MA 01075 for the installation of new

hooded gutters and downspouts on Plante Circle and Stonina Drive at the Cabot Manor Apartments, (AMP 8-1) for the sum of \$99,875.00.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Bruce Socha
Brian Hickey
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority has received the PHAS Physical Report for Fiscal Year 2009 which indicate the results of the REAC inspections conducted by HUD in October 2009.

There being no further business to come before the meeting, therefore, upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to adjourn at 6:20 p.m. The next regular meeting is scheduled to be held on Wednesday, December 9, 2009.

ATTEST:

CARMEN N. ESTRADA, RECORDING SECRETARY